



THE CITY OF SAN DIEGO

# **SOCIAL SERVICES APPLICATION PACKET FISCAL YEAR 2005 (JULY 1, 2004 – JUNE 30, 2005)**

COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT  
COMMUNITY SERVICES DIVISION  
1200 THIRD AVENUE, SUITE 924  
SAN DIEGO, CA 92101  
(619) 236-5990

## **APPLICATION PROCESS WORKSHOPS**

We strongly encourage that a representative from each project attend a workshop. **Space is limited, so reservations are required from applicants for which workshop they will attend. Please confirm with Shirley Reid at (619) 533-5974 or e-mail: [sreid@sandiego.gov](mailto:sreid@sandiego.gov), no later than December 10, 2003. Indicate which workshop and number of participants that will attend. The workshop locations and schedules are detailed below. [Please contact Shirley Reid if none of the scheduled workshops can be attended.]**

BALBOA PARK RECITAL HALL, 2130 PAN AMERICA PLAZA, SAN DIEGO, CA		
APPLICANT	DATE	TIME
APPLIED IN FY04	DECEMBER 15, 2003 (MONDAY)	9:00 AM – 10:30 AM
		10:30 AM – 12:00 PM
	DECEMBER 16, 2003 (TUESDAY)	1:30 PM – 3:00 PM
		1:30 PM – 3:00 PM
DID NOT APPLY FY04	DECEMBER 15, 2003 (MONDAY)	1:30 PM – 3:00 PM
	DECEMBER 16, 2003 (TUESDAY)	9:00 AM – 10:30 AM
		10:30 AM – 12:00 PM

**DEADLINE: APPLICATION MUST BE RECEIVED BY  
FEBRUARY 2, 2004 AT 5:00 PM**

**LATE, E-MAILED, FAXED OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED OR  
CONSIDERED FOR FUNDING.**

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## INTRODUCTION

Each year, the City of San Diego makes grant funding available to non-profit social service providers through a competitive allocation process. The funds are a combination of City general funds, Community Development Block Grant, Emergency Shelter Grant and other funding sources. The process is implemented by staff of the Community Services Division of the Community and Economic Development Department and independent selection panels that score the applications. Final funding decisions are at the discretion of the City Council.

## MISSION

Our mission is to fund high-quality human services to enhance the quality of life to the diverse populations of the City of San Diego. A key objective of the program is to fund programs that primarily benefit low-income, City of San Diego residents. To that end, seniors, victims of domestic violence, people with HIV/AIDS and people with disabilities are presumed to meet the low-income requirement.

Target categories of funding are:

- Youth
- Homeless
- Seniors
- People with Disabilities
- HIV/AIDS
- Victims of Domestic Violence
- Employment
- Others

The City of San Diego recognizes the important role the non-profit community plays in the delivery of social services for San Diegans in need. There is not enough City funding available to meet the tremendous social service needs of the overall population. This program seeks to support non-profit organizations that are effective and efficient at delivering high quality human services that address critical and/or important needs for low-income, City of San Diego residents.

NOTE: The City of San Diego is not obligated to fund any requests.

## APPLICATION PROCESS SUMMARY

### REQUIREMENTS

- Applicants must be able to demonstrate proof of tax-exempt nonprofit status under Section 501(c)(3) of the Internal Revenue Code and Section 23701d of the California Revenue and Taxation Code.
- Applicants must have engaged in continuing social service activities for three (3) years prior to submission of the application.
- Applicants' target population must be low-income, City of San Diego residents. Senior, disabled, victims of domestic violence and HIV/AIDS individuals are presumed to be low-income for purposes of meeting this requirement.
- Applicants must submit their most recent Independent CPA Audit and Management Letter or complete the Audit Requirement Report with the agency's most recent financial statements attached.
- Applicants must be in good standing with the Secretary of State and be able to demonstrate proof, if approved for funding.

### FUNDING LIMITS

- For applicants who received FY 2004 Social Services funding and submit an Independent CPA Audit, the amount requested must be in the range of \$10,000 to \$90,000, not to exceed 10% of current amount.
- For applicants who did not receive FY 2004 Social Services funding, the amount requested is limited to \$20,000.
- For applicants who do not submit an Independent CPA audit, the amount requested is limited to \$20,000.

### REVIEW, RECOMMENDATIONS AND FUNDING DECISIONS

- Community Services staff will review the application for completeness and eligibility. Applications that do not meet eligibility requirements, or were received after the stated deadline, will not be recommended for funding. NOTE: Upon review of the application, a service category selection and fund amount request may be changed by staff as appropriate.
- All eligible applications will be forwarded to Selection Committees. The Selection Committees will score each application in accordance with the General Review Criteria, which is enclosed in this application packet. There are two sets of selection criteria: one is for applicants funded in FY 2004 and one is for applicants not funded in FY 2004. The overall score of each application will be used as a basis for determining funding recommendations to the City Council.
- If an agency receiving current year Social Services funding is experiencing, or has experienced, problems in the areas of programmatic performance, fiscal administration, and/or other contract compliance issues, points will be deducted from the final score.
- Funding recommendations will be forwarded to City Council for approval during one of their regularly scheduled meetings in the Spring of 2004.
- **The type and number of funded projects recommended to the City Council will be determined by Community Services staff based on: (1) each applicant's respective score; (2) availability of funds; (3) number of applications submitted by each agency; and (4) an attempt to ensure diversity of programming and a distribution of services throughout San Diego's low-income communities.**
- The overall score of each application will be a primary factor in funding recommendation. However, recommendations will also take into consideration the need to ensure balance of services, both geographic and service category.
- The City Council will make all final Social Services funding allocations. All applicants will be notified by mail of the City Council's funding decisions. NOTE: A high score does not guarantee funding.

## APPEALS

- An applicant cannot appeal the score received from the panel or the fund amount recommended by Community Services staff.
- The only basis for an appeal will be a technical or calculation error, or an error in the processing of the application.
- Requests to appeal must be submitted in writing to:

Ernie Linares, Community Services Deputy Director  
City of San Diego  
Civic Center Plaza  
1200 Third Avenue, Suite 924  
San Diego, CA 92101

<b>Application Process Timeline (Estimate)</b>	
December 4, 2003	FY 2005 Social Services Applications will be available
December 15 & 16 2003	Application Workshops will be provided
February 2, 2004 @ 5PM	Applications due
February 2004	Applications will be reviewed for eligibility
February/March 2004	Applications will be reviewed by the Selection Committees
April/May 2004	Recommendations will be presented to Council for approval*
April/May 2004	Notification letters will be mailed to applicants

\*Funding recommendations will be available on the City's website at: [www.sandiego.gov/socialservices](http://www.sandiego.gov/socialservices), when they become public. Applicants will be notified at that time.

# FY 2005 SOCIAL SERVICES APPLICATION

## APPLICATION INSTRUCTIONS

### Application Preparation Directions:

- **Do not exceed the space allocated to each section. Please be succinct, reviewers may not consider text beyond the indicated section limitations.**
- **Must be typed or computer-generated, at least 12pt. font, and single-spaced.**
- **Attendance at an application workshop is strongly recommended.**

1. Enter the name of the agency. The name entered should match the agency name listed in the Articles of Incorporation and By-Laws.
2. Enter the name of the project for which FY 2005 funds are being requested. If funding is awarded, this will be the name used for the contract agreement.
3. Enter the date of nonprofit incorporation, as listed in the agency's Articles of Incorporation. Enter the Tax ID Number, as listed in the agency's IRS documents verifying tax-exempt status.
4. Enter the head of the agency [Name (first, last) and Title (i.e. CEO, President, Executive Director, etc.)].
5. Enter the contact person [Name (first, last) and Title (i.e. CEO, President, Executive Director, etc.)] for this application. The contact person listed will receive all inquiries and correspondence regarding the application and/or application process, including notification of the City Council meeting schedule.
6. Enter the agency's administrative address (number, street, city, zip code). NOTE: If the contact person's address is different from the administrative address, enter the contact person's address.
7. Enter the contact person's telephone number (including extension), fax number and e-mail address.
8. If the project received FY 2004 **social services** funding through the City of San Diego's competitive process, check the **Funded** box. If the project applied for, but did not receive FY 2004 **social services** funding, check the **Applied-Not Funded** box. If the project did not apply for FY 2004 **social services** funding, check the **Did Not Apply** box. (If you are uncertain about which box to check, please contact Shirley Reid at (619) 533-5974 or [sreid@sanidiego.gov](mailto:sreid@sanidiego.gov).)
9. Enter the amount your organization is requesting from the City for your project in FY 2005. No project will be awarded more than \$90,000 or less than \$10,000.
  - Projects that **received FY 2004 social services** funds and submit an independent CPA audit, the request range is \$10,000 to \$90,000, not to exceed 10% of current year funding.
  - Projects that **did not receive FY 2004 social services** funds, the request amount is limited to \$20,000.
  - Projects that do not submit an independent CPA audit are limited to a \$20,000 request amount.

NOTE: Upon review of the application, staff has the discretion to re-assign the amount requested, if the funding limitations were violated.

10. Enter the project location(s)/address(es) (number, street, city, and zip code) that will be made available for City clients to receive services from the project. Enter the Council District(s) that the address location(s) serve. List the days of the week and operating hours for each location. For example, Monday thru Friday from 8 am to 5 pm. (If more than six locations will be accessible to clients, attach a separate page.)
11. Select **only one** service category appropriate for the project, as designated by your organization. If selecting “Other”, enter the specific service category. NOTE: Upon review of the application, staff will have the discretion to re-assign the category when the project description does not clearly match the category selected.
12. Provide a brief description of the project for which FY 2005 funding is being requested. (i.e., What is the purpose of the project?) Ensure the description of the project’s purpose includes a clear connection to the service category selected in Section 11.
13.
  - a) Provide the actual year the agency was established.
  - b) Provide the agency’s mission statement.
  - c) List the number of years the agency has provided social services.
  - d) Describe the agency’s social service history, such as descriptions of the different social service activities conducted and/or provided by the agency and performance levels and objectives achieved.
  - e) Describe any collaborations with other agencies established to provide social services (e.g. as a subcontractor to provide direct services or as a referral source to or for other agencies).
  - f) Describe the geographical areas the agency serves.
14. Describe the community need that the project addresses. Reviewers want to understand why the need should be considered a high priority. An example is provided below.
 

*a) The local community need that the project addresses is the educational need to increase reading and math skills for 6<sup>th</sup> through 8<sup>th</sup> grade youth. b) There is another agency in the community that provides youth services, but their project focuses on recreational activities. Our project is the only one in the community that focuses on youth educational needs through the provision of one-on-one services. c) The need to increase reading and math skills for 6<sup>th</sup> through 8<sup>th</sup> grade youth should be considered a high priority to the City of San Diego, because of the high drop out rate of high school student in the San Diego area, which leads to more youth on the streets and could lead to higher rates of juvenile delinquency. As supported by school test scores and report cards, a study was conducted by the San Diego Unified School District citing that 25% of youth with less than a C- average in reading and math skills in 6<sup>th</sup> through 8<sup>th</sup> grade either drop out of school or continue to perform poorly throughout their high school years and not attend college. Also, as reported by the City of San Diego Police Department in a U-T newspaper article published 7/26/03, out-of-school youth contribute to 32% of all misdemeanor crimes committed in the San Diego area.*
15. a) Definition of Unduplicated Clients – Unduplicated clients are defined as individuals who receive actual services, persons for whom the project would maintain a case file. **Do not include casual contacts or “facility users” for who direct services are provided on a one-time basis and no project records are maintained.** An individual who receives assistance is only counted once; regardless of the frequency of visits or the number of times a client accesses the project’s services. For example, a person who receives emergency food each month for a year is only reported as **one** unduplicated client. NOTE: If the project’s services are based on client contacts, such as information and referral to hotline callers or workshop attendees, then enter N/A in this section and provide an explanation in section 15 b).

- 1} Enter the total number of unduplicated clients anticipated to be served in FY 2005, based on the amount of funding being requested. NOTE: This should be a count of the number of actual individual clients with case files, not a count of client contacts.
- 2} Of the total listed in Item 1}, enter the number of unduplicated low-income clients anticipated to be served in FY 2005 based on table below.

FAMILY SIZE	INCOME LIMIT VERY LOW CATEGORY	INCOME LIMIT LOW CATEGORY
1	\$22,350	\$35,750
2	\$25,500	\$40,850
3	\$28,700	\$45,950
4	\$31,900	\$51,050
5	\$34,450	\$55,100
6	\$37,000	\$59,200
7	\$39,550	\$63,300
8	\$42,100	\$67,350

- 3} Calculate the percentage of unduplicated low-income clients anticipated to be served in FY 2005 by dividing Item 2} by Item 1}. NOTE: Fifty-one percent (51%) is the minimum low-income requirement.

- b) Describe how the numbers of unduplicated clients were developed. The explanation may include information gathered at client intake in the current year, past service records, or estimates of project operation capacity. Reviewers want to understand how the agency arrived at the unduplicated client counts listed in Section 15 a). NOTE: For projects providing services through client contacts only, with no individual client records maintained, provide an explanation as to why services are provided in this manner and include an estimated count of client contacts that will be completed.

16a. Project objectives are specific descriptions of what the project intends to accomplish. Reviewers want to understand what portion of the total clients to be served will achieve the objective, how the achievement is measured and how the objective will work toward addressing the need. The identified objectives should be specific, time-limited, and measurable. An objective measure is a systematic way to assess the extent to which a project has achieved its intended results and answers the question, "What has changed in the lives of the individuals, families, or communities as a result of receiving project services?" The measurable objectives must be clearly described and be reasonable for implementation. Each objective listed must be realistically achieved by the end of FY 2005. (i.e. Projects must be able to demonstrate achievement within the FY 2005 contract period.) A project with an achievement time-line beyond FY 2005 may not score as high as projects achieving objectives within FY 2005. Examples are provided below.

- *1} 80% (80 of 100) of the total 6<sup>th</sup> through 8<sup>th</sup> grade clients served completing tutoring services 2} will achieve a ten percent (10%) increase in test scores and achieve a C average or above in English and math on their school report card 3} by June 30, 2005 4} as measured by pre- and post-tests conducted and school report cards reviewed. 5} This objective addresses the educational need of increasing reading and math skills for clients 6<sup>th</sup> through 8<sup>th</sup> grade to improve their performance in school, and prevent clients from dropping out of school.*
- *1} 75% (60 of 80) of the total unemployed or under-employed clients served completing employment services 2} will be placed in a permanent full-time position 3} within sixty (60) days of completing employment services 4} as measured by employer confirmations. 5} This objective addresses the*



- *employment skills training need for unemployed clients, or clients in need of increasing their income, to prevent the risk of homelessness and works toward increasing their employability skills, which can also lead to an increase in their self-esteem and a reduction in family conflict.*

The following are **unacceptable objectives**:

- To provide educational activities.
- To provide employment services.
- To provide free meals.

These are unacceptable objectives, because these are not measurable outcomes. There is no percentage or description of the clients that will achieve the objective, no description of what will be achieved by the clients, no estimate of time of completion, no explanation of how the objective will be measured, and no explanation of how the objective works toward addressing a need.

- 16b. Provide an explanation of the methodology that will be used to measure the project's objective(s) listed in Section 16a. Reviewers want to understand how the project evaluates its success in achieving the objectives/results. A project that only utilizes subjective tools, such as client satisfaction surveys or self-reports may not score as high as a project that utilizes a more independent and objective measurement tool. An example is provided below.

*1} Project evaluation will be conducted by the Program Coordinator 2} Clients will be given pre- and post-math and reading tests. In addition, a copy of the client school report cards will be obtained. 3} Test scores will be reviewed to assess the client's progress in learning math and reading concepts and whether the client has increased their scores. An increase of 10% is deemed a successful outcome. For clients with weaker reading and math skills, a C average or above is deemed a successful outcome. The test scores will reveal the client's improvement in the specific areas addressed and any need for additional services or referrals necessary to accomplish a C average or above. The report cards will demonstrate English and/or math grade improvement achieved by clients. 4} The pre test will be administered at the first tutoring session and the post test will be administered at the session prior to the final scheduled tutoring session. Copies of the client report cards will be obtained by the client, their parents, or their school upon being issued. 5} An evaluation report will be developed for each client that includes a compilation of the reading and math test scores, the school report card results, and the instructor comments on the client's progress. This report will be submitted to the Executive Director, who will present the report to the agency's Board of Directors at one of their regularly scheduled meeting.*

17. Provide a detailed explanation of the services to be provided. [Refer to Section 15 a) for the definition of an unduplicated client.] Reviewers want to understand what benefit the client receives from completing the service and how the service will work directly toward achievement of the objectives/results listed in Section 16a. An example is provided below.

*Tutoring services – a) Each client enrolled in tutoring services will receive one-on-one reading and math tutoring sessions with staff instructors. Reading and math subjects are alternated from session to session. For example, the first session will be reading and the next session will be math and so on. Educational computer software will also be utilized. The specific reading and math topics to be instructed will vary, depending on the client's grade level and/or targeted area of weakness. Examples of reading topics include basic vocabulary, reading comprehension, and basic writing skills. Examples of math topics include basic arithmetic, word problems, fractions and percentages, measurements, geometry, and*

*algebra. b) One hundred (100) unduplicated clients will receive this service during FY 2005. c) Upon completion of this service, clients will have the required skill and knowledge necessary to achieve and maintain a C average or above in English and math at school. Clients will be less apprehensive about taking reading and math tests and about feeling lost during classes at school. Clients will also be more enthusiastic about learning in general. d) This service will work toward meeting the objective of increasing math and reading test scores for 6<sup>th</sup> to 8<sup>th</sup> graders and achieving a passing grade (C average or above) in English and Math at school. e) A fee will be charged to all clients at a rate of \$1 per week/per client, regardless of family income level. This amount was determined to be affordable for all clients based on parent surveys conducted annually. This fee is charges so clients understand that they will be held accountable for attending sessions.*

19. Enter the anticipated Total Operating Budget for the project in FY 2005. In the **City** column, enter the proposed total City-funded portion of project budget, which should equal to the funding amount being requested as listed in Section 9. In the **Other** column, enter the Other-funded portion of project funding, which should equal to the remainder of the anticipated Total Operating Budget for the project. The **Grand Total** should equal to the total **City** amount plus the total **Other** amount. (i.e. How much is needed to administer the project listed in Section 12 to address the need listed in Section 14 during FY 2005?).

### **CERTIFICATION**

- Enter the agency name for (applicant).
- Print the name and title of the Chief Agency Official.
- The Chief Agency Official should sign and date in blue ink.

## FY 2005 SOCIAL SERVICES APPLICATION (FUNDED IN FY 2004)

MAXIMUM POINTS 100	GENERAL REVIEW CRITERIA
5	<p>DOCUMENT SUBMITTAL</p> <ul style="list-style-type: none"> <li>• (1) All submission instructions were followed with no extraneous materials provided and/or copied</li> <li>• (1) All eligibility requirements have been met and demonstrated by the applicant</li> <li>• (2) One paper clipped original signed in blue ink and seven stapled copies of the application have been submitted, with all completed pages in the right order</li> <li>• (1) Applicant addressed every question in the application</li> </ul>
5	<p>AGENCY BACKGROUND</p> <ul style="list-style-type: none"> <li>• (3) Applicant's primary mission is to improve the quality of life for low-income, City of San Diego residents</li> <li>• (2) Clearly demonstrates quality experience and accomplishments in providing services to low-income individuals and/or communities</li> </ul>
10	<p>NEED ADDRESSED</p> <ul style="list-style-type: none"> <li>• (3) Clearly describes community need, not project or agency need</li> <li>• (1) Identifies whether the need addressed is met through existing projects</li> <li>• (6) Clearly demonstrates the need is a high priority</li> </ul>
10	<p>PROJECT TARGET POPULATION</p> <ul style="list-style-type: none"> <li>• (2) Provides total unduplicated client count based on number of case file clients to be served and not number of client contacts</li> <li>• (5) Demonstrates that a high percentage of clients to be served will be low-income, City of San Diego residents</li> <li>• (2) Demonstrates applicant's capacity to determine unduplicated client counts</li> <li>• (1) Demonstrates applicant's capacity to perform outreach to low-income, City of San Diego communities</li> </ul>
25	<p>PROJECT OBJECTIVES</p> <ul style="list-style-type: none"> <li>• (4) Provides a clear description of the target population to achieve each objective</li> <li>• (5) Provides a clear description of each objective to be achieved</li> <li>• (1) Demonstrates that each objectives can be achieved within the FY 2005 period</li> <li>• (5) Each objective listed is supported by clear measurement methods and appear to be challenging, yet realistic</li> <li>• (10) Demonstrates a clear alignment or connection between the needs identified and the intended objectives/results</li> </ul>
10	<p>PROJECT EVALUATION</p> <ul style="list-style-type: none"> <li>• (1) Identifies staff responsible for ensuring project evaluation</li> <li>• (1) Identifies what evaluation tool will be used</li> <li>• (6) Demonstrates quality methodology and capacity to evaluate the success of the project and whether each objective was accomplished</li> <li>• (1) Identifies how often the objective is measured</li> <li>• (1) Identifies who reviews the evaluation reports</li> </ul>
30	<p>PROJECT SERVICES</p> <ul style="list-style-type: none"> <li>• (5) Provides a clear description of services</li> <li>• (1) Provides the number of <u>unduplicated</u> clients to receive each service</li> <li>• (8) Provides a clear description of the client benefit upon completion of each service listed</li> <li>• (15) Demonstrates a clear alignment or connection between the needs identified, the intended objectives/results and the services to be provided</li> <li>• (1) Project does not charge client fees or clearly provides proper justification for any client fees charged</li> </ul>
5	<p>BUDGET</p> <ul style="list-style-type: none"> <li>• (1) The Independent CPA Audit Report or Audit Requirement appears to demonstrate applicant's capacity to provide services on a reimbursement basis</li> <li>• (1) Provides a budget that is sufficiently detailed</li> <li>• (1) Indirect Costs/Administrative Overhead line item does not exceed 15% of direct costs</li> <li>• (2) Demonstrates quality number of low-income, City of San Diego residents that will be benefited and quality number of services that will be provided in relation to the award amount requested</li> </ul>
Potential Point Reduction	<ul style="list-style-type: none"> <li>• Applicant consistently submitted Programmatic/Fiscal Reports late since the beginning of the FY 2004 contract period.</li> <li>• Applicant consistently submitted incomplete reports (i.e. incomplete pages and/or supporting documents).</li> <li>• Applicant was non-responsive to inquiries regarding information on required reports and/or contractual issues.</li> <li>• Findings and/or recommendations were issued as a result of a site visit/monitoring visit.</li> </ul>

## FY 2005 SOCIAL SERVICES APPLICATION (NOT FUNDED IN FY 2004)

MAXIMUM POINTS 75	GENERAL REVIEW CRITERIA
4	<p>DOCUMENT SUBMITTAL</p> <ul style="list-style-type: none"> <li>• (1) All submission instructions were followed with no extraneous materials provided and/or copied</li> <li>• (1) All eligibility requirements have been met and demonstrated by the applicant</li> <li>• (1) One paper clipped original signed in blue ink and seven stapled copies of the application have been submitted, with all completed pages in the right order</li> <li>• (1) Applicant addressed every question in the application</li> </ul>
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10	<p>NEED ADDRESSED</p> <ul style="list-style-type: none"> <li>• (3) Clearly describes community need, not project or agency need</li> <li>• (1) Identifies whether the need addressed is met through existing projects</li> <li>• (6) Clearly demonstrates the need is a high priority</li> </ul>
5	<p>PROJECT TARGET POPULATION</p> <ul style="list-style-type: none"> <li>• (1) Provides total unduplicated client count based on number of case file clients to be served and not number of client contacts</li> <li>• (2) Demonstrates that a high percentage of clients to be served will be low-income, City of San Diego residents</li> <li>• (1) Demonstrates applicant's capacity to determine unduplicated client counts</li> <li>• (1) Demonstrates applicant's capacity to perform outreach to low-income, City of San Diego communities</li> </ul>
17	<p>PROJECT OBJECTIVES</p> <ul style="list-style-type: none"> <li>• (2) Provides a clear description of the target population to achieve each objective</li> <li>• (3) Provides a clear description of each objective to be achieved</li> <li>• (1) Demonstrates that each objectives can be achieved within the FY 2005 period</li> <li>• (3) Each objective listed is supported by clear measurement methods and appear to be challenging, yet realistic</li> <li>• (8) Demonstrates a clear alignment or connection between the needs identified and the intended objectives/results</li> </ul>
5	<p>PROJECT EVALUATION</p> <ul style="list-style-type: none"> <li>• (1) Identifies staff responsible for ensuring project evaluation</li> <li>• (1) Identifies what evaluation tool will be used</li> <li>• (1) Demonstrates quality methodology and capacity to evaluate the success of the project and whether each objective was accomplished</li> <li>• (1) Identifies how often the objective is measured</li> <li>• (1) Identifies who reviews the evaluation reports</li> </ul>
25	<p>PROJECT SERVICES</p> <ul style="list-style-type: none"> <li>• (4) Provides a clear description of services</li> <li>• (1) Provides the number of <u>unduplicated</u> clients to receive each service</li> <li>• (7) Provides a clear description of the client benefit upon completion of each service listed</li> <li>• (12) Demonstrates a clear alignment or connection between the needs identified, the intended objectives/results and the services to be provided</li> <li>• (1) Project does not charge client fees or clearly provides proper justification for any client fees charged</li> </ul>
4	<p>BUDGET</p> <ul style="list-style-type: none"> <li>• (1) The Independent CPA Audit Report or Audit Requirement appears to demonstrate applicant's capacity to provide services on a reimbursement basis</li> <li>• (.5) Provides a budget that is sufficiently detailed</li> <li>• (.5) Indirect Costs/Administrative Overhead line item does not exceed 15% of direct costs</li> <li>• (2) Demonstrates quality number of low-income, City of San Diego residents that will be benefited and quality number of services that will be provided in relation to award amount requested</li> </ul>